Quick Guide to Obtaining State ID's – Uploading Batch File

1. Extract ID file from local student information system and save to the desktop or another location easy to remember.
2. Log into www.edinfo.state.ia.us (BEDS website)

   - Login:

   - Password:

3. Select the State ID button.
4. Select Upload Batch File.
5. Click Browse.
6. Find extract file on your computer. Select file and click Open.
7. Click Upload.
8. Check file status.
   - If errors > 30, correct in local system, extract again, and upload new file. (return to step 4).
   - Otherwise, click Validate Data.
9. Check current file status.
   - If errors in student records exist, correct online by clicking EDIT. Make corrections or cancel each record with errors.
   - Once status shows Data Validation Complete, click Assign State ID.
10. Check current file status.
    - If near matches are found, click "Resolve Near Matches/Duplicates".
    - Select a student to review by clicking the "Review and Select" button.
    - Compare your student information on the top with the selected student on the bottom. For more comparative information, click the student's first or last name from a student on the bottom. Your student's information is always displayed on the top. The student who may be a match is always displayed on the bottom. Click "Return to List of Near Matches" if the name link had been clicked.
    - Click on the resident district number or school number to display additional information about the attending school or resident district.
    - Decide what action to take from among the following choices:
       a. If the student on the bottom is your student, click the radio button on the left next to the appropriate match. Click "Assign Selected".
       b. Cancel the student record if no assignment is to be made at this time.
       c. If the student on the bottom is _not_ your student, click "Create New ID" if none of the near matches are your student.
       d. Click "Select Another Record" to move to another near match without making a decision at this time. (All near matches must be resolved to finish processing a file.)
       e. Continue resolving near matches until all are resolved.
11. When Next Action displays Download State ID, click "Download State ID".
    - Under Status, right click on a PC the blue Download File link. If using a MacIntosh, hold Control key while clicking on the blue Download File link .

- From the pop-up menu, select "Save Target As . . . ", "Save Link to Disk", or something similar.
- Select location to save your downloaded file onto your computer from the Save In: dropdown at the top of the Save As screen. To save to the desktop, click on the desktop icon along the left side of Save As: box.
- Change download filename in File name: box, if you desire. If no change, the filename will begin with "sid_" followed by a number.
- Click Save.
- Select Open to view downloaded file or Close to proceed.

12. To exit the program,
- Select State ID Home or Return to State ID Home.
- Select "EXIT" (upper right) on State ID page.
- Select EXIT on Application Menu to log out.

Policy and Assurance Statements are located at the following website:
http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1&Itemid=1264